

BadgerNet Converged Network Project

SITE SURVEY

EXTENDED DEMARCATION

Some end sites will request that the BCN access device (switch or router) be located in a place at a distance from the standard minimum point of penetration. Most of these situations should be identified on the Site Survey. Telco's are required to accommodate these requests as long as they are technically sustainable. Using the customer provided path the Telco will extend the demarcation up to 250' from the standard network interface or fiber terminal, with the exception of certain state-owned buildings. In these exception circumstances the state must use state staff or contracted staff to pull cable or fiber in state owned buildings. In those cases the:

- DOA will provide contact name and address for the delivery of the necessary fiber or cable.
- DOA will coordinate with the site contractor and/or state personnel.
- State of Wisconsin will extend the fiber or cable through the path (conduit) to the demarcation point.

If the distance **is less than** 250' from the Telco's minimum point of penetration, and the Telco has not included the associated expenses in the monthly cost submitted to Access Wisconsin, the Telco should send associated billing to Access Wisconsin, and not the end user or the state.

If the distance **is greater than** 250' billing should also be sent to Access Wisconsin, with a note that this billing exceeds the 250' limit. Demark extensions over 250' must be signed off by a representative of DOA on a Site Survey form.

SITE SURVEY

Site Survey forms were developed to serve as a documented understanding between the service provider and the customer (building owner, end site and/or DOA) as to equipment placement, power requirements, environmental requirements, cable entrance and any construction needed to support the Telco facilities providing the service. During a site survey the Telco also verifies the cable entrance to insure enough facilities exist to provide the new service. A Site Survey Form must be completed:

- 1) when requested by the customer.
- 2) at all multi-tenant buildings (more than 1 BCN customer).
- 3) at all new video locations (it is recommended that all video sites be visited to confirm blue box vintage and environment).
- 4) if the Telco determines additional facility construction is required.

Site Surveys should be completed 30-60 days prior to the scheduled due date of the BCN order (10 weeks if substantial construction is anticipated). A summary of the process follows:

Who should attend the Site Survey:

1. A local Telco representative – can be a local supervisor, engineer, or technician (anyone knowledgeable in company practices and equipment requirements).
2. End site representative – must have knowledge and authority to determine equipment location. The name & number of a primary contact will be supplied by Access Wisconsin. If the name listed supplied to us by the state is incorrect (no longer works there) try the second or third contact if listed. If by making one or two calls you cannot find a representative from the end site to work with, contact Renee Schultz at 608-244-4600, ext 2.
3. DOA representative – may attend site surveys at state agency location. (The Telco representative does not have to contact DOA directly. DOA will be provided the site survey schedule for all sites, and will schedule their staff where needed.)

CONSTRUCTION OF FACILITIES REQUIRED:

Following a Site Survey, if construction is required to accommodate the BCN service request, the Telco's are should adhere to the following procedure:

1. Written approval from the building owner must be obtained prior to beginning any construction to the building property. For state agency buildings DOA will obtain this written approval. For all other buildings the site contact will be responsible for obtaining written approval.

2. The building owner is responsible for building penetration (e.g.; drilling a hole through the building's foundation or wall for cable path), for providing a path for the extension of facilities to the desired demarcation point within the building and for conduit placement.

3. **For state agency locations**, the Telco should submit a work plan detailing any Telco-provided construction to DOA. (A sample work plan is attached - email or send to Renee Schultz at Access Wisconsin.). The DOA must complete a building modification request to the Division of State Facilities. In the even the construction involves a **state owned building**; DOA will notify the Telco if a state contractor or state personnel are required to pull cable within the building. The DOA will provide the contact name and address for the delivery of the necessary cable and will coordinate with the site contractor and/or state personnel to extend the cable through the path (conduit) to the demarcation point.

4. Network due dates will determine the required completion date for any inside conduit work. Inside work should be completed at least ten business days prior to the due date for any BCN data orders. All inside conduit work should be completed at least 30 business days prior to BCN Video service due dates. PLEASE NOTE: If the building owner does not complete the required work within the above intervals, the installation of BCN services may have to be rescheduled.

5. The Telco is responsible for calling Diggers Hotline to perform all necessary locates and the Telco will obtain necessary permits. The Telco is not responsible for the locating of private utilities or structures. The customer must inform the Telco where other structures are located.

**** Attachments ****

- 1) Site Survey form - "BadgerNet Site Check List"
- 2) Sample Work Plan

BadgerNet Site Check List

Organization Name: _____ Survey Date: _____ Site Contact name: _____ Site Contact #: _____	Site Name: _____ Address: _____ City: _____
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Demarcation Extension

Will the demarcation need to be extended? Comments:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, to which room will it extend. Comments:		
Does the cable run through walls requiring fire protection? Comments:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The demarcation can be extended to 250 feet without additional charge. If the length is greater than 250 feet, an additional charge may apply. If the demarcation requires special cable (e.g. plenum) based on building or fire codes within your area, an additional charge may apply.		

Site Representative

_____ Please Print	_____ Signature	_____ Date
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Telco Representative

_____ Please Print	_____ Signature	_____ Date
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DOA Representative
 (Only if additional charges apply.)

_____ Please Print	_____ Signature	_____ Date
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****Customer signature indicates agreement with requirements on attached page(s)**

Equipment Room Environment (Data)

Description	Specification	Check	Responsible Party	Comments
Temperature	32°F-95°F	<input type="checkbox"/>	Customer	
Humidity	10%-85% Non-condensing	<input type="checkbox"/>	Customer	
Space	<p>Wall Mount: Mount 4X4 Sq Ft. ¾ plywood within 4 feet of a power outlet. Plywood provided by the building owner.</p> <p>Floor Mount: 19' relay rack, cabinet or equivalent, properly grounded with appropriate space and ventilation</p>	<input type="checkbox"/> <input type="checkbox"/>	Customer	
Power (Data site up to 6 Mbps)	A 110V AC non-switched, 15 Amps circuit within 4 feet of the device. Surge protector or other device to clean power and reduce or eliminate power spikes is recommended as the customer is responsible for power related damage to the telco equipment.	<input type="checkbox"/>	Customer	
Power (Data site above 6 Mbps)	Power for high bandwidth sites is reviewed during the site survey. Surge protector or other device to clean power and reduce or eliminate power spikes is recommended as the customer is responsible for power related damage to the telco equipment.	<input type="checkbox"/>	Customer	
Cable/Fiber route into and through the building	Provide a secure route for the fiber/cable into and from the building entrance to the equipment room including conduit, hangers, wall coring, and ceiling penetration requirements; must meet local code.	<input type="checkbox"/>	Customer	
Installation of fiber/cable	Install fiber or copper, including splicing and fiber termination	<input type="checkbox"/>	Telco	
Termination equipment	Install switch or router for customer's data interface	<input type="checkbox"/>	Telco	

*****SAMPLE*****

WORK PLAN

Site: DFI, 345 W Washington Ave.
Contact: Joseph Farmer
Submitted by: Judy Dehart, SBC Project Manager, 920- 997- 1446

At this site, there is building work to be completed.

1. The fiber will be brought from Washington to the building via the level B parking garage through existing conduit. This conduit passes through the electrical room into the lower level telco room
2. In the lower level telco room, the fiber will transition into existing conduit and be brought up to the first floor telco room.
3. From the first floor telco room, the fiber will transition into a DFI data closet via interduct to be installed using J hooks to suspend it from the ceiling between the 2 first floor rooms.
4. From the first floor DFI data closet, the fiber will be pulled to the 4th floor wiring closet, (room 435) via an existing interduct. It was determined on a second site visit that this path is existing, however there is a DFI fiber data cable that will be pulled out and then pulled back in to facilitate the pull of the new fiber. SBC will not be responsible for the integrity of this fiber cable as agreed to by DOA and DFI.
5. The new switch will be installed into an existing rack in the 4th floor server room that has been identified by DFI staff. There will need to be 110V AC power if not already in place.